

<b>Program:</b> Center for Teaching and Learning		<b>Date:</b> May 16, 2019	<b>Submitted By:</b> Center for Teaching and Learning Team
<b>Action Item 1</b>	Accomplishments in Achieving Strategic Goals		
Proposed Action	Continue working on achieving the stated goals through professional development, communication and campus presences. The team is new and has already met aspects of the strategic goals for 2018-2020.		
Responsible Party	Center for Teaching and Learning Team		
Success Criteria	Increased attendance at workshops. Increase courses in Canvas LMS. Canvas course activity. Increased use of the CTL HelpDesk systems. Increased communication with Deans regarding faculty use of Canvas for courses regardless of modality. Work with Deans to increase courses in Canvas regardless of modality. Continue reviewing ADA compliancy in courses.		
Resources	Classroom space, personnel, KACE HelpDesk, Canvas LMS		
Timeline	Ongoing		
<b>Action Item 2</b>	Personnel		
Proposed Action	Hire a part-time or student worker to help with various activities within the CTL. This includes close captioning videos. Lateral move of the Admin Asst. to the Instructional Technology Support Technician due to increased responsibilities that aligns with the CTL Mission Statement.		
Responsible Party	Center for Teaching and Learning Team		
Success Criteria	Administrative approval of hiring a part time worker and lateral move of Admin. Asst.		
Resources	Documentation		
Timeline	Fall 2019		
<b>Action Item 3</b>	Facilities and Equipment		
Proposed Action	Facilities - Wait for budget approval/denial of CTL space in Building 3. Contingency plan is to redecorate the hall of Building 6 with CTL Logo, displays and paint to create a “CTL space” that is recognizable by all stakeholders. Equipment – Purchase tablets, chromebooks, screens, Lightboard, recording equipment, presentation light, camera and microphones for faculty and CTL team use to improve Canvas courses, to provide stakeholders with feedback on how their courses look to students regardless of device used.		
Responsible Party	Center for Teaching and Learning Team		

Program Action Plan Template

Success Criteria	Administrative approval for Center for Teaching and Learning space or Center for Teaching and Learning redecorating Building 6 Rooms 6234, 6235, 6236, and 6237 hall area.
Resources	Facilities, Budget set aside for equipment, IS Approval
Timeline	Winter 2020

Signatures:

_____	_____
Department or Program Lead	Date
_____	_____
Dean of Instruction (when applicable)	Date
_____	_____
Dean of CTE (when applicable)	Date
_____	_____
Vice President or President	Date